

ER 6-1758

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MEMORANDUM FOR: Personnel Officer, EE Division

SUBJECT : Change of Service Designation [REDACTED]

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1. The attached memoranda propose that the service designation of subject employee be changed from "PP" to "A" at his request. An analysis of the memorandum prepared by Mr. [REDACTED] indicates that he apparently has had training and experience which would equip him for general administrative duties; and there seems to be no question of his interest in such duties. I do not recommend, however, that his service designation be changed at a time when he is between assignments. At the moment Mr. [REDACTED] apparently is the subject of a placement effort in which it is possible for him to go in several directions (e.g., operations, economic warfare, logistics, general administration). At such a time the Agency's interest is to find for him the most suitable assignment, and in this process his own interests are a very important but not completely governing factor. The placement effort need not be limited by his service designation, and this employee can definitely be considered for general administrative and other types of work regardless of his service designation at the moment. The important action is to find the most suitable placement. A change of service designation during the period of uncertainty might be undesirable and need have no bearing on his shopping and placement. After placement has been completed and Mr. [REDACTED] has had an opportunity to settle down for a period of time, the question of his service designation should then be raised in an atmosphere free of immediate pressures and more appropriate for examining long-range career interests and abilities.

2. In order to cooperate in settling first problems first, I am asking the Placement Officers who support administrative Career Boards to consider Mr. [REDACTED] for all assignment opportunities. With his apparent qualifications, he may be selected for an administrative assignment in which his interests seem to lie.

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Special Assistant to the  
Deputy Director (Administration)

SA/DDA:DST:mt (23 Oct 54)

Distribution  
cc: Mr. [REDACTED], FUD/PO

Orig & 1 - addressee

1-DD/A [REDACTED]

Approved For Release 2001/08/31 : CIA-RDP78-04718A001200020021-5

1-DST

Document No.	16
No Change In Class.	<input type="checkbox"/>
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Auth:	HA 10-2
Date:	11-28-78
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